

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

SPECIAL INVESTIGATOR

Salary:	Range A \$3,902.00 - \$4,480.00 B \$4,454.00 - \$5,363.00 C \$4,888.00 - \$5,899.00	Work Hours:	Core Hours of 8:00 a.m. – 5:00 p.m.
Tenure/Time base:	Permanent / Fulltime	Final Filing Date:	December 16, 2011
Contact:	Ashim Gardner (916) 324-3937 agardner@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a Special Funded agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under the general direction of the Supervising Special Investigator, the Special Investigator is responsible for the following:

- Conduct independent administrative field investigations regarding allegations of misconduct against credential holders and applicants.
- Determine and develop investigation plans; contact and interview victims, witnesses, and others as necessary to determine facts regarding alleged violations of the Education Code or provisions of Federal, State, and/or local laws, rules or regulations.
- Conduct sensitive interviews with tact, discretion, and maintain appropriate confidentiality.
- Obtain and present facts and evidence; prepare correspondence, affidavits, and Confidential Investigative Reports to support adverse administrative actions against credential holders and applicants.
- Determine legal validity of Commission complaints and evaluate correspondence received from any and all sources.
- Attend Committee of Credential meetings and makes recommendations regarding adverse action against credential holders and applicants; arranges and participates in meetings with the Office of the Attorney General, local district attorneys, and other law enforcement agencies to enlist aid in CTC investigations.
- Conduct background investigations, serve legal papers, and appear as a witness in legal proceedings.

DESIRABLE QUALIFICATIONS:

- **Dependable** – is punctual, reliable, and maintains good attendance.
- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** –
 - Be a reliable source of accurate information.
 - Ability to research, interpret, apply CA. Education Code and CA. Code of Regulations, Title 5.
 - Extensive knowledge of requirements for teacher credential applications.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

KNOWLEDGE AND ABILITIES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

Bulletin Release Date: December 5, 2011

RPA No. 12-031

Knowledge of:

- Rules and Regulations regarding teacher licensing and disciplinary practices in California.
- Investigation and interview techniques.
- Basic law enforcement principals.
- Basic knowledge of Word, Excel, Outlook and Siebel are desirable.

Ability to:

- Organize and manage a caseload while following principles of effective time management.
- Prepare and write detailed/comprehensive investigative correspondence and reports.
- Interview and obtain written statements from complainants, respondents, and witnesses.
- Cultivate effective working relationships with individuals in all levels of government and the public sector.
- Multi-task and work under pressure.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Dependable and reliable, with excellent attendance.
- Work irregular hours, weekends and travel occasionally throughout the State of California.

Special personal characteristics:

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

Minimum age:

Minimum age for appointment: 21 years

CONDITIONS OF EMPLOYMENT: *Fingerprint Clearance is Required.*

WHO MAY APPLY: Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address and contact person postmarked no later than the final filing date. Faxed and emailed applications will not be accepted. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, and reinstatement, transfer, or list eligibility*) and include RPA No. 12-031 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.